

**Department of Psychology
Northwestern University**

Bylaws

February 13, 2019

I. Introduction

The Bylaws of the Department of Psychology spell out rules for faculty governance and the conduct of Department business not covered in the Faculty Handbook or the Chair's Handbook of WCAS. If a provision of the bylaws is in conflict with the Faculty Handbook or the WCAS Chair's Handbook, the latter two documents will take precedence.

II. Changing Bylaws

The Department shall have the power to adopt and amend bylaws. Prior announcement and a two-thirds vote of the Department's present full voting membership (full-time tenure-line faculty, full-time research faculty, and full-time teaching-track faculty) is necessary to amend the bylaws. A majority of those not on leave constitutes a quorum.

III. Membership

Members of the Department (both voting members and nonvoting members) include the following:

Tenure-line Faculty. Full-time appointments composed of tenure-eligible and tenured faculty members. Ranks are assistant professor, associate professor, and full professor. Included are tenure-line faculty members with joint appointments in other units of the College and University, such as the School of Education and Social Policy (SESP), Institute for Policy Research (IPR), and the Feinberg Medical School.

Teaching-track Faculty. Full-time appointments composed of nontenure-eligible, continuing teaching faculty. Currently designated ranks in WCAS are assistant professor of instruction, associate professor of instruction, and professor of instruction.

Research Faculty. Full-time appointments composed of nontenure-eligible, continuing research faculty, at the ranks of assistant, associate, and full research professor.

Adjunct Lecturers. Full-time or part-time faculty who teach for a limited period of time.

Visiting Faculty. Full-time or part-time short-term appointments of faculty members from other institutions of higher education.

Zero-time Courtesy Appointments. Full-time faculty members from other departments or units in the College or University who have been confirmed by the Department as zero-budget affiliates. Faculty with courtesy appointments typically have research or teaching interests that overlap with those in the Department. The courtesy appointment category also includes zero-time appointments made in conjunction with the Center for Applied Psychological and Family Studies of Northwestern University and the Family Institute of Northwestern University, which include the ranks of clinical lecturer, assistant clinical professor, associate clinical professor, and clinical professor.

Graduate Students.

Undergraduate Students. Majors and minors.

IV. Voting

For *non-personnel* matters, voting members of the Department consist of tenure-line faculty, teaching-track faculty, and research faculty. Teaching-track faculty and research faculty are not eligible to vote in their first year of appointment; their eligibility begins in their second year. Adjunct faculty, visiting faculty, and courtesy appointments do *not* vote on any matters in meetings of the faculty. Students do not vote.

For *personnel issues* (e. g., hiring, tenure, promotion) voting eligibility for tenure-line, research, and teaching-track faculty varies as a function of the issue and rank, to be explained below.

For voting purposes, each voting member counts as 1.0, even if the member has a fractional appointment in the Department. For example, a tenure-line faculty member with a 25% appointment in Psychology and a 75% appointment in, say, SESP would be accorded the same voting power (1.0 vote) as would a tenure-line faculty member whose appointment is 100% in Psychology (1.0 vote).

Voting procedures. All personnel votes (hiring, promotion and tenure) are by secret ballot. Other matters do not typically require secret ballot. However, any voting faculty member has the right to request a secret ballot for any vote at a faculty meeting, and that request will be honored. Regardless of the issue to be considered, only faculty members who are in attendance at a meeting may vote at that meeting. There are no proxy votes; there are no votes *in absentia*. However, faculty members

who are not in attendance at a meeting may convey their viewpoints and preferences to the faculty in attendance through appropriate means (e.g., via email, through the Chair or other faculty members in attendance). Finally, faculty members who are on leave of absence may still vote at a faculty meeting if they attend that meeting.

Hiring and promotion of tenure-line faculty. All tenure-line faculty members are eligible to vote on *hiring* decisions, even if the person to be hired is at a rank above the voting faculty member. For example, tenure-line assistant professors may vote on a hiring decision for a prospective full professor. For tenure and promotion to associate professor, only tenure-line associate professors and full professors may vote. For promotion to full professor, only full professors may vote. The bar for approval on promotion decisions is at least a two thirds majority.

Hiring and promotion of research faculty. All tenure-line and research faculty members are eligible to vote on *hiring* decisions, even if the person to be hired is at a rank above the voting faculty member. For example, research assistant professors may vote on a hiring decision for a prospective research full professor. For tenure and promotion to associate research professor, all tenure-line faculty may vote, but only research faculty at the associate level or above may vote. For promotion to research full professor, all tenure-line faculty may vote, but only research faculty at the level of full research professor may vote. The bar for approval on promotion decisions is at least a two thirds majority.

Hiring and promotion of teaching-track faculty. All tenure-line faculty, research faculty, and teaching-track faculty (at all ranks) are eligible to vote on a hiring decision for a teaching-track faculty member, even if the person to be hired is at a rank above the voting faculty member. For example, an assistant professor of instruction may vote on a hiring decision for a prospective professor of instruction. For promotion to associate professor of instruction, all tenure-line faculty, all research faculty, and teaching-track faculty at the level of associate professor of instruction or higher may vote. For promotion to professor of instruction, only *tenured* faculty, research faculty *at the level of associate and above*, and professors of instruction may vote.

Appointments of visiting scholars. The CV of an individual nominated as a visiting scholar will first be reviewed by the Personnel Committee. The Personnel Committee will then make a recommendation to the full faculty who will examine the candidate's CV and then vote on the nomination. All tenure-line faculty, research faculty, and teaching-track faculty (at all ranks) are eligible to vote on a decision for a visiting scholar appointment. The bar for approval is a two thirds majority.

The issue of spouses and partners. Based on the principle of conflict of interest, spouses and/or romantic partners do not take part in any meetings that are given over to discussing hiring or promotion issues regarding their respective

spouses/partners; nor do they vote on hiring or promotion of their respective spouses/partners.

V. Confidentiality

The confidentiality of all matters discussed at faculty meetings, and the votes, must be vigilantly and strictly observed. In matters of personnel, no discussions or documents should be discussed beyond the appropriate pool of voters.

VI. Department Structure

The Department of Psychology governs itself largely through administrative leadership offices, area structures, and committees.

Administrative offices

Department Chair. Appointed by the WCAS Dean, 3-year term.

Assistant Chair. Appointed by the Department Chair, term indefinite.

Director of Graduate Studies (DGS). Appointed by the Department Chair, 3-year term.

Director of Undergraduate Studies (DUS). Appointed by the Department Chair, 3-year term.

Area structures. For purposes of graduate admissions and related issues, the Department breaks down into five main content areas. Faculty may affiliate with one or more of the areas. Each area has an area head.

Social Psychology.

Cognitive Psychology.

Brain, Behavior, and Cognition (BBC).

Clinical Psychology.

Personality, Development & Health Psychology (P, D & H).

Committees. Much of the Department's work is completed in standing committees (small, ongoing bodies of one or more members with continuing existence) and ad hoc committees (small groups of one or more members which cease to exist once their responsibilities have been discharged). Examples of standing committees are

the Kitchen Cabinet, the Undergraduate Education Committee, the Graduate Admissions Committee, the Personnel Committee, the Resources Committee and the Diversity & Climate Committee. Appointments to committees are typically made by the Chair.